



Michigan Supreme Court

State Court Administrative Office

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone (517) 373-0130

TRAINING ANNOUNCEMENT

January 6, 2006

SCAO Grant Funded Drug Treatment Courts MANDATORY Training on Grant Management and Performance Measures

March 6-7, 2006 OR March 8-9, 2006

Michigan Hall of Justice Conference Center
Lansing, Michigan

INTRODUCTION

The State Court Administrative Office (SCAO) is holding a **mandatory** training for all drug treatment courts that intend to apply to SCAO for Fiscal Year 2007 grant funding.

This one and one-half (1½) day session is designed for members of the drug treatment court team who are responsible for drug court administration, grant writing and financial reporting.

It is expected that courts planning to apply to SCAO for a Fiscal Year 2007 drug treatment court grant will send at least one, but not more than two, staff to this training.

PROGRAM DESCRIPTION

Performance Measures: This component of the training will provide participants with an overview of Performance Measurement principles and how Performance Measures apply to the drug court environment. During this session participants will develop a performance plan for their court. Performance Measures will be a required element of the SCAO application effective with Fiscal Year 2007.

Grant Management: This portion of the training will familiarize participants with the SCAO grant application requirements, contract management requirements, contract reporting requirements and sub-contract limitations.

*Please note: due to the interactive nature of this training, enrollment is limited to 40 participants per session. Registrations will be accepted on a first-come, first-served basis.

OVER PLEASE ►

FACULTY

The Performance Measures portion of the training will be facilitated by **Dr. Fred Cheesman**. Dr. Cheesman is a Senior Research Associate with the National Center for State Courts. He graduated with a Ph.D. from the Public Policy and Management Program at the Ohio State University in 1993. Major projects completed with the National Center for State Courts include a cost-benefit analysis of the Midtown Manhattan Community Court, an evaluation of blended sentencing in Minnesota, Judicial Leadership to Reduce the Incidence of Impaired Driving, Evaluation of the Integration of an Empirically-Based Risk Assessment Instrument into Structured Sentencing, and an investigation into the Impact of Prisoner Litigation Reform, Anti-terrorism and Effective Death Penalty Acts. Previous experience includes 14 years as a researcher and systems analyst with the Ohio Department of Youth Services, a visiting professorship at Indiana University, and three years as an assistant professor at the University of Baltimore, with a joint appointment in the Criminal Justice and Public Administration programs.

The Grant Management portion of the seminar will be facilitated by representatives from the Michigan Supreme Court Finance Department and the SCAO.

ELIGIBLE PARTICIPANTS

This one and one-half (1½) day session is designed for members of the drug treatment court team who are responsible for Drug Court Administration, Grant Writing, and Financial Reporting. The drug court judge is welcome, but not required, to attend this session unless (s)he also performs one of the indicated tasks. Please note: due to the format of this seminar, enrollment is limited to 40 participants per session and will be decided on a first-come, first-served, basis.

GENERAL SEMINAR SCHEDULE

Session 1: March 6-7, 2006

March 6, 2006: 1:30 p.m. – 4:30 p.m.

Grant Management

March 7, 2006: 9:00 a.m. – 4:00 p.m.

Performance Measures

Session 2: March 8-9, 2006

March 8, 2006: 9:00 a.m. – 4:00 p.m.

Performance Measures

March 9, 2006: 9:00 a.m. – 12:00 p.m.

Grant Management

LODGING, MILEAGE, MEALS

Session 1:

For all participants whose courts are more than 65 miles from the Michigan Hall of Justice, SCAO will pay for the cost of double-occupancy lodging the evening of March 6th only.

Session 2:

For all participants whose courts are more than 65 miles from the Michigan Hall of Justice, SCAO will pay for the cost of double-occupancy lodging the evenings of March 7th and March 8th.

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The SCAO will provide double-occupancy lodging at the Sheraton Lansing Hotel. If you wish to have a single-occupancy room, you will be required to pay approximately \$40.00, plus tax, per night at the time of checkout. Please make the appropriate lodging request on the attached registration form.

The SCAO will reimburse individuals using private automobiles the state per diem rate (.485/mile) round trip mileage from your court, or home, whichever is less. A voucher to initiate payment will be provided at the training.

All seminar participants will receive complimentary group luncheons on the full day, and refreshment breaks each day during the course of the seminar.

All other incidental expenditures, including breakfasts, dinners, telephone calls, entertainment, etc., are the responsibility of each individual or his/her governmental unit.

Facility space constraints will not allow SCAO to make any arrangements to accommodate spouses, family or friends of the seminar participants for lodging, meals or at the seminar itself.

The Michigan Hall of Justice accommodates persons with disabilities. If you require special accommodations during the program, please indicate your needs on the attached registration form.

SEMINAR REGISTRATION

The Michigan Judicial Institute (MJl) is managing the registration process for this training. Individuals interested in attending this seminar must complete the attached seminar registration form, which may be duplicated. Registration forms must be received by MJl no later than 5:00 p.m. on **Friday, February 3, 2006**. Registration is limited to 40 participants, and is on a first-come, first-served basis. ***On the attached registration form, please indicate which session you prefer to attend and who, from your team, will be attending with you. Each participant must complete a separate registration form.***

Applicants selected to attend the seminar will be notified by mail following the registration deadline. Specific on-site registration information, and other pertinent information, will be included with the acceptance notification mailing. If you apply for this seminar and do not receive a confirmation letter at least 10 days prior to the seminar date(s), please contact Anne DeMarco at (517) 373-7349.

After reading this announcement, if you have any questions concerning this training, please contact Emily Taylor at (517) 373-6285 or taylor@courts.mi.gov. Any questions regarding registration may be directed to Anne DeMarco at (517) 373-7349 or by e-mail at demarcoa@courts.mi.gov.

Please complete the attached registration form and return it by **Friday, February 3, 2006**, to:

Anne DeMarco
Michigan Judicial Institute
Fax: (517) 373-7615

Registration Form

SCAO Grant Funded Drug Treatment Courts MANDATORY Training on Grant Management and Performance Measures

March 6-7, 2006 OR March 8-9, 2006

Michigan Hall of Justice Conference Center
Lansing, Michigan

Name: (Mr./Ms./Hon.) _____

Title: _____

Court Name/Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: (____) _____ E-mail: _____

- ☐ Are you currently receiving SCAO drug court grant funds?
- ☐ Do you plan to apply for drug court grant funding for FY 2007?

Please indicate which Session you prefer to attend:

_____ Session I: March 6-7, 2006 OR _____ Session II: March 8-9, 2006

TEAM: No More than TWO Team Members are allowed to participate. (Each member must submit an individual registration form):

(Name)

(Title)

1. _____

2. _____

Please indicate any specific issues related to performance measures or grant management that you would like addressed during the session:

Lodging Policy

For all participants whose courts are more than 65 miles from the Michigan Hall of Justice, SCAO will pay for the cost of double-occupancy lodging at the Sheraton Lansing Hotel, as indicated in the training announcement. All rooms are double-occupancy and you will be assigned a roommate by the Institute. If you would like a single-occupancy room, you will be required to pay approximately \$40.00, plus tax, per night at the time of checkout. Please indicate your accommodations preference on page 2 of this registration form. Room reservations must be made with the Michigan Judicial Institute by **Friday, February 3, 2006.**

Over Please ►

Registration Form
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Our programs are offered at facilities that accommodate persons with disabilities. Therefore, if you require special accommodations, please indicate your needs below.

Lodging Accommodations

- ☐ I will not require lodging.
☐ I will require lodging for the following nights:

☐ Monday, March 6 (Attending Session I: March 6-7)

OR

☐ Tuesday, March 7 ☐ Wednesday, March 8 (Attending Session II: March 8-9)

- ☐ I prefer a single-occupancy room. (I will pay approximately \$40.00, plus tax)
☐ I prefer a double-occupancy room. (MJJ pays and will assign a roommate)

☐ I am a smoker ☐ I am a non-smoker

Preferred Roommate: _____ Court: _____

Accommodations Guarantee

If MJJ does not receive a credit card number, your room will **NOT** be guaranteed. Rooms not guaranteed will be released by the hotel at 5:00 p.m.

- ☐ I want my room guaranteed for late arrival on the dates listed above. Please guarantee my room using the following credit card number.

☐ American Express ☐ MasterCard ☐ Diners Club ☐ Visa ☐ Discover ☐ Other:

Credit Card Number: _____ Expiration Date: _____

Lodging Cancellation

MJJ arranges guaranteed room reservations based on your request. If you do not call the hotel and cancel your reservation by 5:00 p.m. on the date of the reservation, the cost of the room will be charged by the hotel to the credit card account you have provided.

Required Signatures ↓

Signature of Applicant _____ Date _____

Chief Judge Signature _____ Date _____

Return completed and **SIGNED** Registration Form
by **Friday, February 3, 2006**, to:
Michigan Judicial Institute **Fax: (517) 373-7615**